

ACQUISITION CAREER EXPERIENCE PROGRAM (ACE)

Working Agreement between

Acquisition Support Center
And

Insert Name of School here

This agreement constitutes a basis of understanding between the above parties and the student named below concerning mutual responsibilities under the ACE Program. In addition, this agreement sets forth the program's objectives and requirements.

STUDENT ELIGIBILITY AND ACCEPTANCE

1. Students pursuing an undergraduate college degree in an accredited educational institution are eligible for appointment to the Acquisition Career Experience (ACE) Program. Students must be enrolled full-time and must be U.S. Citizens. Participation must also be in conformance with all laws and standards governing employment of minors.

Student appointments within this program are subject to all requirements and conditions governing Federal employment, including investigation to establish a student's qualifications and suitability.

2. Pursuant to these terms, the Acquisition Support Center agrees to accept **insert name of student here** into the ACE Program.

TERMS OF AGREEMENT

1. *Nature of work Assignments.* The student will serve as a student trainee, and will receive supervised on-the-job training and perform a variety of assignments that will focus on the assigned organization's mission.

2. *Student Mentor.* The gaining organization agrees to appoint a mentor (which may be the supervisor) for each student. The mentor and/or the ACE Program Manager will be available to discuss the student's progress with his/her school advisor at the end of each work period.

3. *Schedule of Work Assignments and Class Attendance.* The student will be enrolled and registered in school full-time. The student will only be allowed to work part-time when finishing their senior year provided they are enrolled in the program for the first year as an advancing junior, is working to obtain the required 640 hours and is committed to a future career within the Army Acquisition Community.

The work schedule may be adjusted by any party, in consultation with, and agreed upon by, the other parties. Work assignments will not interfere with academic performance. It is the student's responsibility to notify his/her mentor or ACE Program Manager of intent to return to work at least 30 days prior to desired start date.

4. *Pay and Benefits Information.* Students are paid in accordance with established Federal pay schedules. Benefits for which students may be eligible include life and health insurance, paid vacation, sick and holiday leave, and retirement benefits (Federal Employees Retirement System).

5. *Evaluation Procedures:* The mentor of the student trainee will work with him/her to develop performance objectives at the beginning of each work period. In addition, the mentor will provide ongoing counseling and support to the student. Failure to meet mutually established performance standards would be cause for removal from the program.

6. *Requirements for Program Continuation.* The student must maintain a full-time program of study. He/she must remain in good standing and successfully achieve mutually established job performance standards.

7. *Employment after Completion of Program Requirements.* Candidates must successfully complete at least 640 work hours in the ACE Program. The 640 hours must be worked before completion of, or concurrent with, course requirements and before receipt by the student of his/her degree, diploma or certificate. The Acquisition Support Center may non-competitively place a student into a career, career-conditional or term appointment upon meeting all ACE requirements. Trainees disqualified from continuing in the program or not converted must be terminated.

8. *Participation of Academic Institution.* The academic institution agrees to join with the Acquisition Support Center to identify that students participating in this program are currently registered with their institution.

9. *Termination of Appointment.* Participation in the ACE Program may be terminated for the following reasons: resignation; change to a curriculum that will not qualify student for the position; suspension; expulsion or withdrawal from the academic institution; unsatisfactory work performance or conduct; or failure to maintain academic standards.

CONDITIONS OF AGREEMENT

1. The conditions of this agreement are in conformance with Title 5, Code of Federal Regulations 213.3202 (b). Any change required by new or revised law or regulation shall be automatically effective. Changes that are not required by laws or regulations will be made by mutual consent of this agency, the student, and the academic institution.

2. This agreement will remain in effect until such time as the agency, the student and/or the institution wish to terminate it.

SIGNATURES

ACE PROGRAM MANAGER

Signature and Date: _____
Printed Name: _____
Title: Regional Director
Address: Acquisition Support Center

Telephone: _____
Email: _____

ACADEMIC INSTITUTION REPRESENTATIVE

Signature and Date: _____
Printed Name: _____
Title: _____
Name of University/ College: _____
Address: _____

Telephone: _____
Email: _____

STUDENT

Signature and Date: _____
Printed Name: _____
Address: _____

Telephone: _____
Email: _____